Park 500

INTER-OFFICE CORRESPONDENCE

CHESTER, VIRGINIA

Confidential
Philip Morris v. ABC

To: Superintendents **Date:** June 24, 1993

From: Total Quality Superintendents

Subject: Plantwide PDCA Documentation Filing System Process

The QC has recently approved that all PDCA Documentation and C&I Close-Out Reports be sent to Denise Nosal, Communications Coordinator.

Park 500 will be utilizing the Plantwide PDCA Documentation Filing System in order to:

- Facilitate research and investigations by future teams,
- Reduce redundancy in manpower and paper work,
- Have centralized historical records, and
- Have real examples for PDCA training.

This centralized location will be accessible to all plant personnel.

Please ensure that all PDCA Problem-Solving Teams and C&I Teams send appropriate close-out reports and PDCA documentation to Denise Nosal.

The process for obtaining materials from the Plantwide PDCA Documentation Filing System is being developed. In the meantime, you should contact Denise Nosal for assistance in obtaining these materials.

Review the attached Plantwide PDCA Documentation Filing System Process; if you have any questions, contact Craig (1930), Cherri (2104), Paul (1874), or Denise (3329).

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Source: https://www.industrydocuments.ucsf.edu/docs/jsdl0000